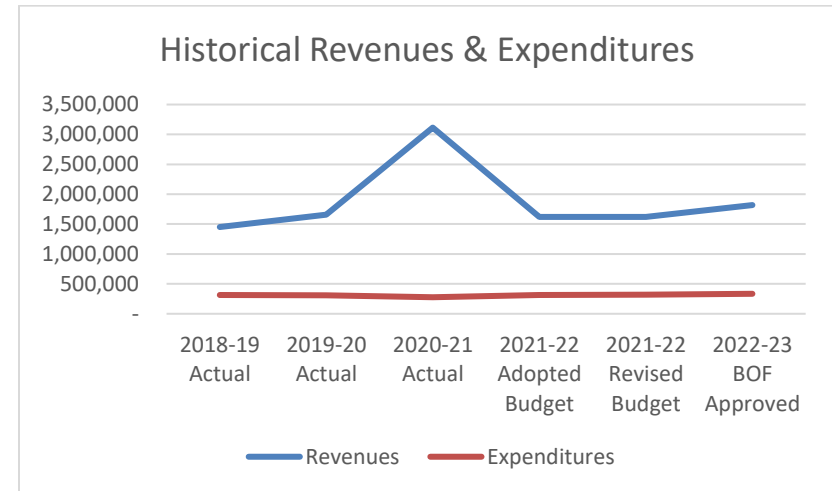
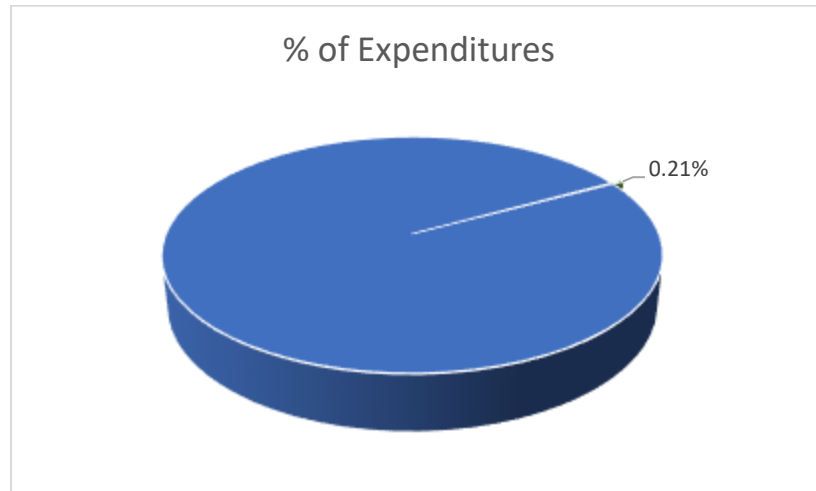


## Town Clerk

The Town Clerk is responsible for keeping and preserving Town records and documents. Land records dating from 1820 to the present are housed in a fireproof vault in the Town Clerk's office. Microfilmed copies are stored offsite in a secure facility. Duties and fees, including the issuance of various licenses, are primarily determined by Connecticut State Statute and Town Charter. Vital Records, Town ordinances, official meeting schedules, agendas and minutes of Town boards and commissions, together with election records are under the Town Clerk's custody. The Town Clerk's office also plays a large part in the annual election process, creating and ordering both the poll and absentee ballots, and processing all absentee ballots. The Town Clerk acts as the clerk of the 100-member Representative Town Meeting (RTM) and maintains all its materials.



[Click here to explore historical and proposed revenues for this department](#)

[Click here to explore historical and proposed expenditures for this department](#)

### Accomplishments 2020-2021

- New Town Clerk began June 1, 2021

### Accomplishments/Objectives 2021-2022

- Migrated storage of land records to Cloud-base vendor-hosted program from internal storage, with support of Darien IT department
- Implemented electronic communication processes with RTM to replace paper and US Postal service

## Town Clerk

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- Trained on and implemented new State Death registry system
- Applied for \$7500 CT Library Grant program

### Objectives 2022-2023

- Implement on-line Dog License program. Considering Open Gov based upon successful implementation of on-line Building permit process
- Implement on-line Vital Record request program. In discussions with 2 vendors
- Monitor impact of proposed Early Voting ballot question upon Darien's voting processes

### Five Year Outlook

- Continue to attend appropriate workshops/classes/conferences to keep current on legislative changes affecting the operation of the Town Clerk's Office.
- Monitor anticipated changes regarding use of Absentee Ballots.
- Continue to preserve and protect Darien's Land and Vital Records for future generations.

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| <b>Revenues</b>      | <b>2018-19<br/>Actual</b> | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Actual</b> | <b>2021-22<br/>Adopted<br/>Budget</b> | <b>2021-22<br/>Revised<br/>Budget</b> | <b>2022-23<br/>BOF<br/>Approved</b> |
|----------------------|---------------------------|---------------------------|---------------------------|---------------------------------------|---------------------------------------|-------------------------------------|
| Licenses & Permits   | 1,432,528                 | 1,636,612                 | 3,081,716                 | 1,600,000                             | 1,600,000                             | 1,800,000                           |
| Miscellaneous        | 14,052                    | 16,147                    | 25,304                    | 15,000                                | 15,000                                | 15,000                              |
| Charges For Services | 4,694                     | 5,569                     | 7,004                     | 3,600                                 | 3,600                                 | 3,600                               |
| <b>Total</b>         | <b>1,451,274</b>          | <b>1,658,327</b>          | <b>3,114,024</b>          | <b>1,618,600</b>                      | <b>1,618,600</b>                      | <b>1,818,600</b>                    |

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| <b>Expenditures</b>  | <b>2018-19<br/>Actual</b> | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Actual</b> | <b>2021-22<br/>Adopted<br/>Budget</b> | <b>2021-22<br/>Revised<br/>Budget</b> | <b>2022-23<br/>BOF<br/>Approved</b> |
|----------------------|---------------------------|---------------------------|---------------------------|---------------------------------------|---------------------------------------|-------------------------------------|
| Personnel            | 293,063                   | 279,859                   | 250,754                   | 287,615                               | 289,564                               | 303,847                             |
| Contractual Services | 20,197                    | 27,193                    | 23,466                    | 28,330                                | 28,330                                | 29,130                              |
| Materials & Supplies | 737                       | 1,625                     | 2,746                     | 830                                   | 830                                   | 1,500                               |
| <b>Total</b>         | <b>313,997</b>            | <b>308,677</b>            | <b>276,965</b>            | <b>316,775</b>                        | <b>318,724</b>                        | <b>334,477</b>                      |

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## Town Clerk

| <b>Staffing</b>         | <b>2018-2019</b>          |              | <b>2019-2020</b>          |              | <b>2020-2021</b>          |              | <b>2021-2022</b>          |              | <b>2022-2023<br/>BOF Approved</b> |              |
|-------------------------|---------------------------|--------------|---------------------------|--------------|---------------------------|--------------|---------------------------|--------------|-----------------------------------|--------------|
|                         | <i># of<br/>positions</i> | <i>FTE's</i> | <i># of<br/>positions</i> | <i>FTE's</i> | <i># of<br/>positions</i> | <i>FTE's</i> | <i># of<br/>positions</i> | <i>FTE's</i> | <i># of<br/>positions</i>         | <i>FTE's</i> |
| Town Clerk              | 1                         | 1.00         | 1                         | 1.00         | 1                         | 1.00         | 1                         | 1.00         | 1                                 | 1.00         |
| Administrative/Clerical | 3                         | 3.00         | 3                         | 3.00         | 3                         | 3.00         | 3                         | 3.00         | 3                                 | 3.00         |
| <b>Total</b>            | <b>4</b>                  | <b>4.00</b>  | <b>4</b>                  | <b>4.00</b>  | <b>4</b>                  | <b>4.00</b>  | <b>4</b>                  | <b>4.00</b>  | <b>4</b>                          | <b>4.00</b>  |

Estimate of total personnel costs based on FY2023 wages and benefits package. Medical and dental expenses are allocated based on number of benefit eligible positions. Only salaries are budgeted in the department. All other personnel costs are budgeted in Employee Benefits.

|                  |                  |
|------------------|------------------|
| Base Wages       | 303,347          |
| Medical & Dental | 90,627           |
| FICA             | 23,206           |
| Other            | 1,670            |
| Retirement       | 27,224           |
| Total            | <u>\$446,075</u> |

## Town Clerk

| <b>Performance Measures</b>   | <b>Actual<br/>2017</b> | <b>Actual<br/>2018</b> | <b>Actual<br/>2019</b> | <b>Actual<br/>2020</b> | <b>Actual<br/>2021</b> | <b>Projected<br/>2022</b> |
|---|------------------------|------------------------|------------------------|------------------------|------------------------|---------------------------|
| Land Record recordings – indexed and proofed daily                                | 4,024                  | 3,304                  | 3,773                  | N/A                    | 5,089                  | 4,000                     |
| Surcharge Monies conveyed to CT State Library for Historic Documents Preservation | \$7,046*               | \$19,592               | \$20,632               | N/A                    | \$26,248               | 22,000                    |
| Surcharge Monies conveyed to State Treasurer for Community Investment and "MERS"  | \$102,852*             | \$144,731              | \$177,807              | N/A                    | \$285,015              | 250,000                   |
| Hunting & Fishing Licenses issued   | 308                    | 343****                | 319*****               | N/A                    | 166****                | 160                       |
| \$ for Darien / \$ for DEEP   | \$92 /<br>\$2,855      | \$130 /<br>\$3,128     | \$113/\$3,329          | N/A                    | \$50/\$1,248           |                           |
| Marriage Licenses ***   | 107                    | 106                    | 88                     | N/A                    | 80                     | 90                        |
| Dog Licenses – **fiscal year ending June 30                                       | 2,386                  | 2,397                  | 2,467                  | N/A                    | 1,946                  | 2,400                     |
| Absentee Ballots: Municipal Election  | 136                    |                        | 170                    | N/A                    | 1142                   |                           |
| Absentee Ballots: State Election (incl Presidential)                              |                        | 1,100                  |                        | N/A                    |                        | 850                       |

\*Recording fees on non-MERS documents increased \$7 (\$6 of which goes to State) effective December 1, 2017

\*\*Dog License renewals are based on fiscal year

\*\*\*Fee increased to \$50 per license effective July 1, 2018

\*\*\*\*93 of total issued "over 65 - free"

No recording fees for Town Documents, i.e. Tax Liens/Releases, ZBA Resolutions

No surcharges collected for recording of Maps and State of CT documents